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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 26 June 1953

FROM : Chief, Printing & Reproduction Division

SUBJECT: Report of Accomplishments During Fiscal Year 1953 and
Program for Fiscal Year 1954

In compliance with your memorandum dated 4 June 1953, the following report on accomplishments during 1953 and program for 1954 is submitted.

I. ACCOMPLISHMENTS

During the fiscal year 1953 the Printing & Reproduction Division printed 105,605,155 impressions by offset, letterpress, mimeograph and ditto processes. For the same period of time 2,894,155 photographic prints were made by ozalid, photostat, enlarging and various other types of photography. This is an overall production increase of 50% for the plant. Better planning, screening, and the laying out of material for gang running and mechanical collating has made this possible. Work standards have been established in all operations of the plant and job scheduling is being accomplished throughout all Sections. Maximum efficiency and production is being realized through this procedure and workloads are being controlled to show the progress and flow of material in all operations. Nearly 2,000,000 impressions were printed of a wide variety of material for the [redacted] of DD/P.

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Increase in this type of work has necessitated additional security measures within our own shop and compartmentalization of certain processes to keep the handling of this material down to a minimum has been done.

During this fiscal year the Printing & Reproduction Division assumed the responsibility of operating the Special Centers for OCI and the [redacted] of FI. At the time of the transfer of these activities both were operating with tremendous backlogs. These backlogs were a result of inexperienced personnel and shop layout. Since the transfer to the Printing & Reproduction Division both shops have been remodeled and put on an efficient operating basis. Experienced help have been moved into these operations and backlogs have been eliminated and work is being produced for the first time on a current basis. These two centers have produced over 5,000,000 impressions in the past six (6) months.

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In close cooperation with members of ORR, the Printing & Reproduction Division has undertaken the job of revising and streamlining the method of producing prints for the [REDACTED] After consultation with the [REDACTED] a new type special printer is being developed to increase the daily production of this project by 50% with no increase in personnel. This will also eliminate a big hand operation now being performed by four people in ORR allowing them to perform other duties and move material much faster than heretofore.

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In our Personnel Pool, established for training purposes, over one million impressions were printed of unclassified material, and no less than 20 new employees were trained in the operation of small offset presses and other reproduction techniques. This proved very valuable as this personnel, when finally security cleared, had a pretty good knowledge of reproduction and required very little training when they came on duty.

From March 1952 to present, P&RD received 16 letters commending either individuals or the entire shop for the excellent quality, speed, and cooperation received on special jobs and assignments.

II. FUTURE PROGRAM

The program for 1954 envisages increased production throughout the plant with present T/O allocations. It is believed that with continued study and research more operations can be shifted from hand to machine operation. The machine collating of the FBID Daily represents a step in the right direction. At present one of the Dailies (the Latin America) is completely collated by machine and it is believed that the other Dailies can shortly be collated in the same manner.

In 1954 emphasized effort will be centered on psychological warfare work. This type of work has definitely increased during the past year and indications are that it will increase even more during the coming year.

It is planned to increase our special services to the Agency during the coming year. This to be accomplished by the centralization and enlarging of reproduction facilities in the I, J, K, and L Buildings compound. Our present facilities are to be moved from L to K Building and additional photographic facilities are to be installed. Also it is planned to relocate and centralize some facilities in Que Building to improve operations there.

Preliminary discussions relevant to the possible establishing of microfilm and print making facilities in 350 - 26th Street for OCD have been held. Pending further and more detailed study, should a program of centralizing these facilities adjacent to OCD's operations prove expedient for all concerned, Printing & Reproduction Division will plan to man and operate such a Unit.

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Printing Advisory Staff

Report of Accomplishments During Fiscal Year 1953
and Program for Fiscal Year 1954

Accomplishments During Fiscal Year 1953

(The Printing Advisory Staff was activated 24 February 1953 and the first project started 13 March 1953)

1. Complete study made of the NIS publications. Study covered technical and administrative matters involved in processing for printing and actual printing problems.

Recommendations made as result of study will, if adopted, result in smoother flow of work, savings in printing cost through provision for assistance of technical personnel, reduction of serious backlogs of work, and dissemination of the publications in accordance with actual requirements.

2. Complete study made of 16 FBIS publications. Study covered technical and administrative matters involved in processing for printing and actual printing problems.

Recommendations made as result of study will, if adopted, alleviate a major production problem in the Printing and Reproduction Division and will result in annual savings in excess of \$58,000.00.

Program for Fiscal Year 1954

The program of the Printing Advisory Staff for Fiscal Year 1954 is to continue the technical and administrative studies of the agency's publications. There remain some 30 periodicals to be surveyed. This program should be at least 75 percent completed by the end of the fiscal year.

The program also provides for rendering assistance to the various offices and divisions of the agency on all technical printing problems and for assistance in planning new publications and printing programs.

The staff is also to serve in an advisory capacity on the procurement of printing equipment for overseas use.

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MACHINE RECORDS BRANCH

ACCOMPLISHMENTS FOR FISCAL YEAR 1953

The following is a record of the principal accomplishments for the fiscal year 1953:

1. OBTAINED A MECHANICAL DEVICE (BURSTER-IMPRINTER) TO SEPARATE CONTINUOUS FAN-FOLD TABULATING PAPER AND IMPRINT THE REQUIRED SECURITY CLASSIFICATION ON THE TABULATED REPORTS IN ONE OPERATION.

This eliminated approximately 4,680 man hours of clerical work at an estimated annual savings of \$7,500. In addition it expedited the release of reports.

2. DEVELOPED A PROCEDURE WHEREBY THE PRINCIPAL QUALIFICATIONS OF APPLICANTS FOR AGENCY POSITIONS CAN BE CODED AND LISTED FOR EVERY DAY REFERENCE BY PERSONNEL PLACEMENT OFFICERS:

This procedure provided an estimated annual savings of \$6,000.00 in clerical and machine time formerly required by this Branch to prepare special and repetitive reports for the Personnel Offices. These registers are now prepared every two months instead of daily as previously required.

3. DEVELOPED PROCEDURE SIMILAR TO THAT DESCRIBED IN 2 ABOVE FOR EMPLOYEE QUALIFICATIONS.

This procedure provided an estimated annual savings of \$7,500.00 in clerical and machine time to prepare special and repetitive reports for the Personnel Office. These registers are now prepared every two months instead of daily as previously required.

4. TRANSFERRED THE KEY-PUNCHING OF CARDS FOR DAILY OBLIGATION AND EXPENSE VOUCHERS FROM THE FINANCE DIVISION TO MACHINE RECORDS BRANCH AND THEREBY REDUCED THE ANNUAL RENTAL OF EQUIPMENT \$900.00 AND SAVED ONE KEY-PUNCH OPERATOR POSITION FOR THE FINANCE DIVISION AT ANNUAL SAVINGS OF \$3,175.00.

5. PROCURED SPECIAL CONTINUOUS TABULATING MACHINE PAPER WITH PRE-PUNCHED BINDING HOLES FOR USE WITH SPECIAL BINDERS TO FILE REPORTS PREPARED FOR OFFICES.

This will save an estimated 12 man hours per week formerly required to separate continuous paper for binding. In addition we can release reports quicker.

6. RECRUITED AND PUT IN PROCESS 104 APPLICATIONS FOR POSITIONS IN THIS BRANCH.

Due to inability to obtain the required personnel through normal channels it was necessary to perform this additional function which required an estimated 40 man days.

7. INSTITUTED A TRAINING PROGRAM FOR ALL TABULATING EQUIPMENT OPERATORS. ✓

Arrangements were made with the local office of IBM through Office of Training to provide technical training in all types of tabulating equipment for our personnel. This was done at no cost to the Agency. To date 64 persons have completed these courses.

8. INSTITUTED A MANAGEMENT TRAINING PROGRAM FOR SUPERVISORY PERSONNEL.

Made arrangements with the IBM Co. and the Office Training whereby supervisory personnel are given a special course in the management of a tabulating machine installation. This course is conducted at Endicott, New York and the only cost to the Agency is for transportation. To date 8 persons have completed this course.

9. THE UTILIZATION OF ALL EQUIPMENT HAS BEEN INCREASED FROM 46% ON July 1, 1952 to 63% as of 1 June 1953. UTILIZATION OF SPECIAL AND HIGH COST EQUIPMENT HAS INCREASED FROM 61% to 74%.

This has been accomplished by close supervision, better planning of work, rearrangement of physical layout, and discontinuance of equipment.

10. REDUCED THE ANNUAL RENTAL OF ALL TABULATING EQUIPMENT BY \$13,754.00.

This was possible through the release of equipment which was capable of doing limited work and obtaining more modern and flexible equipment which became available for the first time during this fiscal year and by discontinuing equipment obtained for special projects which did not materialize.

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11. DEVELOPED REQUIREMENTS FOR AN ELECTRICAL ACCOUNTING MACHINE INSTALLATION AT AN [] AND MADE ARRANGEMENTS TO OBTAIN THE NECESSARY EQUIPMENT. ✓

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Due to the sensitive nature of this project it was necessary to make special arrangements with [] for the procurement of the equipment. This required the establishment of the highest priority with [] and arrangements whereby newly manufactured equipment was taken off the assembly line and specially packed and shipped.

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12. RECRUITED AND FURNISHED SIX TRAINED TABULATING EQUIPMENT OPERATORS AND SUPERVISORS FOR SPECIAL ELECTRICAL ACCOUNTING MACHINE INSTALLATION IN FAR EAST. ✓

At the request of FE we recruited, trained and furnished the personnel necessary for this installation.

13. COMPLETED THE CONVERSION OF VOUCHERED PAY ROLL PROCEDURES FROM MANUAL TO MECHANICAL METHODS. ✓

In addition to providing an estimated annual savings of \$31,200.00 in the preparation of pay rolls alone, it is now possible to prepare many statistical and analytical reports from the basic payroll records, which was not possible under the former manual method.

14. PREPARE TIME AND ATTENDANCE REPORT AND PAYROLL CHANGE SLIP. FORM 34-42 MECHANICALLY.

This form is now prepared mechanically from the basic payroll punched cards. By this method these forms are now prepared in 6 hours per pay period as compared to 320 hours under the manual method at an annual estimated savings of \$13,000.00.

15. REVISION OF EXISTING AND ADDITION OF NEW PERSONNEL REPORTS AND PROCEDURES,

All existing personnel reports have been revised to include more pertinent information than previously shown.

New Personnel Reports are as follows: New Monthly Strength Report; Agency Gains and Losses Reports; Monthly Promotion Study; Agency Grade Distribution; Selected Deferment File.

16. CONVERSION OF STOCK CONTROL AND FINANCIAL AND ACCOUNTING CONTROL OF PROPERTY RECORDS FROM MANUAL TO MACHINE METHODS. ✓

Stock Control Reports include: Stock on Hand; Stock Due In; Stock Due Out; Stock in Transit; Stock Received; Stock Issued; Inventory Adjustments; Unit Prices; Property on Loan to other Agencies; Issues Analysis; Catalog Listings.

Financial and Accounting Control of Property Accounting reports include: Receipts Register; Issues Register; Stock Status-Financial; Property on Loan;

17. NEW PROJECTS IN PROGRESS IN THE ALLOTMENT AND OBLIGATION SECTION ARE:

A more efficient method of processing and liquidating Obligations has been effected by the transfer of certain manual operations to machine methods.

The machine application to Statements of Advances of Unvouchered Funds to Agency Personnel has resulted in a considerable man hour saving and has also greatly facilitated the preparation of daily statements for the Accounts Section.

Reports of Accrued Compensation (Regular and Special Rolls) used in the reconciliation to General Ledger Accounts to produce a monthly trial balance.

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MACHINE RECORDS BRANCH .

PROGRAM OF OBJECTIVES FOR FISCAL YEAR 1954

The following is the program for fiscal year 1954.

1. CONTINUE THE TRAINING PROGRAM INSTITUTED IN FISCAL YEAR 1953 TO PROVIDE TECHNICAL INSTRUCTION.
2. COMPLETE THE PREPARATION OF OPERATING PROCEDURES FOR:

Personnel
Finance
Logistics
3. ESTABLISH WORK PERFORMANCE STANDARDS FOR MEASURABLE ITEMS OF WORK WHERE POSSIBLE.
4. FURTHER IMPROVE THE UTILIZATION OF EQUIPMENT. ✓
5. EXTEND THE PLAN FOR ROTATION OF TABULATING EQUIPMENT OPERATORS AS FAR AS POSSIBLE SO THAT THERE IS GREATER VERSATILITY. ✓
6. DEVISE A CONTINUOUS FORM TO PREPRINT THE UNVOUCHERED PAYROLL CHANGE NOTICE BY MACHINE, THEREBY SAVING AN ESTIMATED 120 MAN HOURS EACH MONTH. ✓
7. PROCESS 1,200 DEPARTMENTAL UNVOUCHERED EMPLOYEES FOR PAYROLL OPERATIONS SIMILAR TO THE PROCESSING OF VOUCHERED EMPLOYEES. ESTIMATED REDUCTION OF 2 CLERKS AT AN ANNUAL SAVINGS OF \$7,000.00. ✓
8. EVALUATE ALL PROJECTS FOR IMPROVEMENT OF REPORTS, PROCEDURES, MACHINE USAGE, AND OPERATION.
9. CONDUCT A NON-TECHNICAL TRAINING PROGRAM TO FAMILIARIZE SELECTED AGENCY PERSONNEL WITH SERVICES AVAILABLE IN MACHINE RECORDS BRANCH.
10. TO REDUCE OVERTIME TO A MINIMUM BY HAVING A FULL COMPLEMENT OF PERSONNEL IN MACHINE RECORDS BRANCH, RESCHEDULING OF DUE DATE OF REPORTS WHEREVER POSSIBLE, AND BY HAVING OFFICES SUBMIT PROPERLY COMPLETED SOURCE DOCUMENTS WHEN SCHEDULED; IE. TIME AND ATTENDANCE REPORTS DUE IN PAYROLL BRANCH EVERY OTHER MONDAY, AND LOCATOR INFORMATION CHANGES DUE IN MACHINE RECORDS BRANCH DAILY.
11. EXTEND STOCK CONTROL AND FINANCIAL CONTROL OF PROPERTY ACCOUNTING MACHINE REPORTS TO INCLUDE OVERSEAS DEPOTS. ✓
12. ADAPT BUDGET ESTIMATING AND SUPPLY CONTROL PROGRAMS TO MACHINE METHODS. ✓
13. ESTABLISH PUNCH CARD RECORDS TO PRODUCE FINANCIAL AND ACCOUNTING CONTROL REPORTS ON PROPERTY IN USE (AGENCY NON-EXPENDABLE). NECESSARY INFORMATION IS NOT AVAILABLE IN ESTABLISHED PUNCHED CARD RECORDS. ✓

14. DEVISE PROCEDURES AND INSTALL SYSTEM FOR INDEXING AND CONTROLLING AGENCY FORMS. ✓
15. DETERMINE IF PROCEDURES FOR WORK REPORTING AND COST ACCOUNTING FOR REPRODUCTION AND PRINTING FUNCTIONS ARE PRACTICAL AND ADAPTABLE. ✓
16. DETERMINE IF PROCEDURE FOR POSITION CONTROL IS PRACTICAL AND ADAPTABLE. ✓
17. DEVELOP PROCEDURE FOR ESTABLISHING AND MAINTAINING DATA ✓
18. DEVELOP PROCEDURES AND INSTALL SYSTEM FOR ESTABLISHING AND MAINTAINING RECORDS OF CERTAIN LIAISON ACTIVITIES FOR DD/P. ✓

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